AFDPO PRODUCT REVIEW CHECKLIST

Product Review Checklist			
Publications Checklist		**Departmental Forms Checklist**	
1. Review email for all attachments (HAF only)		1. Review email from OPR for valid name, phone, office symbol, product type and number (short title), and publication title (long title)	
2. Access CoP files (Wing level and above only)		2. Include draft of new or revised form	
a. Word Document		3. Ensure metadata is included	
b. Graphic files (.tif, .gif, .jpeg)		4. Include AF Form 673 completed in accordance with AFI 33-360	
c. .pdf for each visual aid. PMs ,GMs, and DoD Supps should be in Word format. This will ensure it is easy to apply the date to the document prior to posting.		5. Submit with HAF two letter/digit organization coordination signatures. The two letter may designate to lower level office with the organization to provide the response and sign off on the coordination form provided	
d. For initial coordination, use AF Form 673 or 1768 (Staff Summary Sheet) (HAF only). AF Form 673 required for final processing. Ensure it is filled out completely in accordance with AFI 33-360. If noted on AF Form 673, ensure Adopted Forms and Prescribed Forms are noted in the last two paragraphs of publication – before the authentication line		**MAJCOM Forms Checklist**	
3. Send individual email for each request to **AFDPO-CTO@pentagon.af.mil** (for MAJCOM) and **AFDPO-PPP@pentagon.af.mil** (for HAF). Submit documents via AFDPO File Exchange CoP (for Wing level and above) (**https://wwwd.my.af.mil/afknprod/ASPs/CoP/EntryCoP.asp?Filter=AF-SC-01-35**) for processing		1. Review email from OPR for valid name, phone, office symbol, form number (short title), and form title (long title)	
a. Word Document		2. MAJCOM form request must include: .xfdl (unlocked form) and .xfdl (locked form) versions. Examples: USAFE606_unlocked.xfdl and USAFE606_locked.xfdl versions. Examples: USAFE606_unlocked.xfdl and USAFE606_locked.xfdl	
b. Graphic files (.tif, .gif, .jpeg)		3. Completed package will include appropriate email/OPR information, unlocked and locked	

		versions of the form	
c. .pdf for each visual aid, DoD Sups & special publications		4. Ensure metadata is included in the unlocked (".xfdl") form	
4. Validate Front Matter of Word Document			
a. Doc ID/Pub Type and Number. Ensure file names conform to established naming conventions			
b. By Order Statement			
c. Publications Type and Number			
d. Publication Date (TBD)			
e. Series Title- Must agree with number (e.g., 10=Operations)			
f. Publication Title (Long Title)			
g Accessibility Statement			
h. Releasability Statement			
i. OPR: Organization/Office Symbol			
j. Certified By Line: (e.g., 844 AFCA/CC (Major John Smith)			
k. Supersession Line (required only if document is a revision)			
l. Number of pages			
m. Summary of Changes Paragraph			
n. Ensure last two paragraphs are prescribed and adopted forms			
o. Authentication Line at the end of the document's last paragraph. Attachment 1, Glossary of References and Supporting Information should always follow Authentication line			